

P.O. BOX 159 WASCOTT, WISCONSIN 54890-0159 TEL. (715) 466-4252 FAX (715) 466-5382

ORDINANCE: 2009-01

## ORDINANCE FOR ALTERNATIVE CLAIMS PROCEDURE

The Town Board of the Town of Wascott, Douglas County, Wisconsin, does hereby ordain as follows:

Section I. Authority: This ordinance is adopted pursuant to the authority granted town board under s. 60.44(2), Wis. Stats. which allows for the adoption of an alternative claim procedure for approving financial claims against the town which are in the nature of bills and vouchers.

Section 2. Applicability: Payments may be made from the town treasury pursuant to this ordinance for bills or vouchers that are of a routine nature, namely: payroll, payroll taxes, utilities, insurance (health, life, property and liability), sales tax and schooling/seminars.

Section 3. Procedure: Payments may be made from the town treasury after the town clerk/treasurer audits and approves each claim as a proper charge against the treasury by first determining that the following conditions have been complied with:

- Funds are available under the town budget to pay the bill or voucher.
- The item or service covered by the bill or voucher has been duly authorized.
- The item or service covered by the bill or voucher has been supplied or rendered in conformity with the authorization.
- The claim appears to be a valid claim against the town.

The town clerk/treasurer may require submission of proof to determine compliance with the conditions under (1-4), prior to approval. For example, the clerk/treasurer may require verification of quantity, quality, etc. by another town official or employee.

After determining that the above conditions have been met, the clerk/treasurer shall indicate approval of the claim by placing his or her signature on the bill. Upon approval of a bill or voucher under this procedure, the clerk/treasurer shall prepare and sign a check and have it countersigned by the town clerk/treasurer and the town chairperson, pursuant to s. 66.0607, Wis. Stat. The clerk/treasurer shall then mail or deliver the completed checks to the appropriate parties.

At least monthly, the town clerk/treasurer shall file with the town board a written list of claims approved pursuant to this ordinance. The list shall include the date paid, name of claimant, purpose and amount.

Section 4. Effective Date: This ordinance shall become effective upon adoption and publication or posting, as provided by law, pursuant to s. 60.80, Wis. Stat.

This ordinance is effective on publication or posting.

The Town Clerk shall properly post or publish this ordinance as required under s. 60.80, Wisconsin Statutes.

Adopted this 24<sup>th</sup> day of March 2009.

Bernard Bergman, Town Chairman

Steve Balscik, Town Supervisor

Chuck McCann, Town Supervisor

Attest:

Jeannette A. Atkinson, Town Clerk

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